

A fitting honor

Kansas awarded Prism Award for payroll system innovations

The State of Kansas has been honored with the prestigious PRISM award for Overall Best Practices in Payroll by the American Payroll Association.

Kansas was presented the award Sep. 21 during the APA's annual Fall Forum conference in Las Vegas. Payroll practices implemented by the state government include moving the statewide human capital management and financial systems to a hosted, privately managed cloud-based system. This yielded significant cost savings for the government entity. Changes include online time entry and reporting; electronic W-2s through an employee self-service portal; and 100 percent electronic employee pay rate through direct deposit and pay cards.

Nancy Ruoff, Manager of Statewide Payroll and Accounting with the Kansas Department of Administration, said receiving the Overall Prism



Award is an achievement the department is proud of, but is always looking to improve.

"We talk about being comfortably uncomfortable," Ruoff said. "It's OK to be excited about where you are, but you can't be satisfied. For us, it's identifying those initiatives that we really want to pursue. It's having that vision, making the business case, and then making a plan to make it happen."

The State competed against public and private entities for the prestigious honor. Other firms earning individual honors include BMW Manufacturing, ShawCor Ltd. (a global energy services company), New York University, and Brookdale Senior Living. Previous Prism award winners include Texas Roadhouse, T-Mobile, Time Warner Cable, and Wentz Family Estates.

Meet: John Milburn



Office of the Secretary

Position:

Director of Legislative and Public Affairs

Job Duties:

Internal and external communications for the agency, website management, liaison for the agency with other agencies, legislators and the Governor's office

How long you've been with D of A:

Since November 2014

Favorite part of your job:

I find it rewarding working with others in the agency and across state government to find solutions that improve the lives of our customers and employees.

Interesting fact about you:

I got to fly a B-1 bomber over Kansas once while on a reporting assignment.

Favorite hobby:

Coaching, hiking, camping

How you would spend an ideal day off:

Spending it with my wife and three children



A note from the Secretary...

Eventually the weather will turn cooler and we all will start to look toward Thanksgiving and the other winter holidays. To quote Bing Crosby, when it comes to the Department of Administration, "I've got plenty to be thankful for."

Since the last issue of Connected, I have witnessed employees pulling together across maintenance, housekeeping, procurement, legal and



other areas to catch water, dry out walls and carpeting, move staff, and begin the long process of repairs in the Kansas Judicial Center following leaks from a torrential downpour. Thank you especially to those who were wet, cold, and working long hours to try and stop the deluge. I saw you and your efforts and I appreciate them. We have had nothing but glowing reports about your professionalism from those affected by a terrible weather event and the aftermath. That includes

the Chief Justice of the Kansas Supreme Court.

On a more fun note, I experienced employees from every office within the Department of Administration coming together to support the United Way Chili cook-off, silent auction, and pumpkin decorating contest. Congratulations to our contest winners. Although I believe we were all winners in getting to experience the wide variety of chili recipes! I appreciate all of the generosity and participation and healthy competition! And the efforts were noticed by those who stopped by the Statehouse Rotunda, several of whom commented that it was one of the best fund-raisers of its type that they have witnessed, not just for the food or the amount of money raised, but for the festive atmosphere that filled the air.

Further, I see the planning stages of another outreach effort and know you will make it successful! In this season of thankfulness, I am thankful for each of you and what you do every day to serve the State of Kansas.

Sarah



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Continued from Page 1 leadership, innovation, and best practices in the payroll industry.

Ruoff said the State of Kansas payroll team uses the APA's education and resources to benchmark against industry leaders and to generate its ideas and initiatives.

"The APA helps us envision where we should be going forward as a payroll organization," she said. "With the changes we have made and the challenges we've overcome, we felt the time was right to measure ourselves against others who are going for that same goal."

Moving the state's payroll and accounting systems to the next level of modernization was accomplished through a recently completed project known as FOCUS: Focus on Customer, Upgrade, Support.

"Some people may not think government is on the leading edge, but we are in tune with the workforce of the future," said Connie Guerrero, Deputy Director of the Office of Personnel Services. "We are hearing and learning from our employees, especially the younger generation. They want to be empowered and do things for themselves. In order to do that, we have to stay up to date on our technology."

The PRISM awards are presented by the APA's Strategic Payroll Leadership Task Force to recognize payroll organizations from across the United State that demonstrate

"The state of Kansas effectively demonstrated how strategic decision making can improve efficiency and significantly reduce costs," said Dan Maddux, executive director of the APA. "They stand as an example of how the payroll department can contribute vastly to the overall well-being of an organization."



About the American Payroll Association (www.americanpayroll.org):

Established in 1982, the American Payroll Association (APA) is the nation's leader in payroll education, publications, and training. The association has over 150 local chapters nationwide, conducts payroll train-

ing conferences and seminars across the country, and publishes a complete library of resource texts and newsletters. The American Payroll Association's vision is to create opportunities and forge a community by providing the education, skills, and resources necessary for payroll professionals to become successful leaders and strategic partners within their organizations. Representing more than 20,000 members, APA is the industry's highly respected and collective voice in Washington, D.C. Visit APA online at www.americanpayroll.org.

It was a monster of an event



Annual United Way chili, auction fundraiser top \$1,700 for charity



As we get ready to celebrate Thanksgiving and inch toward the Christmas season, we thought it was important to give everyone an update on how our annual Chili Cook-off went. The event, as you know, is part of the Department of Administration's efforts to raise funds for the annual campaign for the United Way of Greater Topeka.

We heard many nice compliments about our event, which created a festive environment in the Kansas Statehouse. There were lots of smiles and good conversations taking place as folks ate their lunch, browsed the auction items and looked at the pumpkins on display. This was the first year for our pumpkin contest and the entries were stunning. Thanks to all who entered this first-ever event. We are already planning for next year's competition.

There were 15 pots of chili for visitors to sample, with entries from the Depart-



ment of Administration, Legislative Research and others. The winners received the Golden Ladle as chosen by a panel of five judges. Congratulations to our winners.

We raised more than \$1,700 from the event with the sale of chili lunches and the auction baskets. This is a tremendous effort and will go a long way in helping our community. Overall we were quite pleased with the support. Just a reminder, the deadline to get your annual United

Way pledge form turned in is approaching. We would like to have them returned to me in Suite 500 of Curtis State Office Building by Nov. 18.

Thank you so much for your participation, whether it was helping with a basket, making chili, decorating a pumpkin, volunteering to work the event or just coming out to have a hot lunch with co-workers. It is a huge undertaking to pull this together and we couldn't do it without the tremendous teamwork demonstrated by the Department of Administration staff. We really appreciate all that you do every day and on special day's like this event.



Library @ Work



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**MONDAY, TUESDAY,
THURSDAY & FRIDAY
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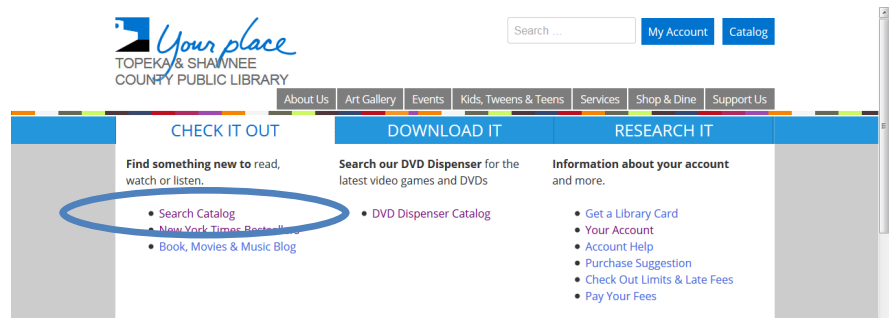
You will need a library card in order to check out items for delivery. You do not have to be a Shawnee County resident to have one. Contact the TSCPL at 785-580-4555 or visit: www.tscpl.org/librarycard

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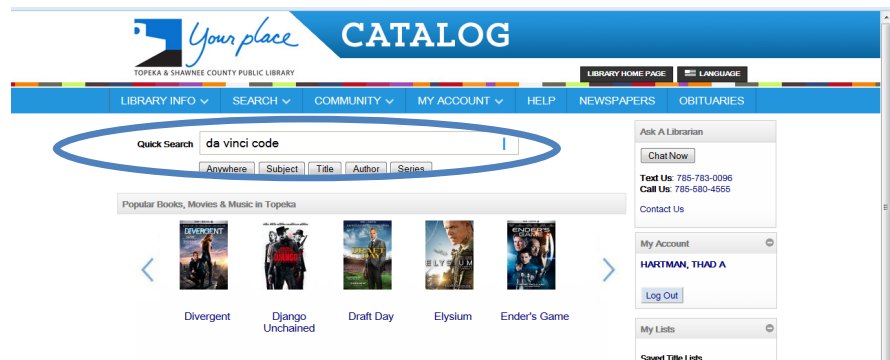
The Topeka and Shawnee County Public Library is pleased to offer the Library@Work Program at the Landon State Office Building. You can use Library@Work to borrow materials from the TSCPL with the convenience of free delivery right here in Landon. Browse the catalog and make reservations online. When your order is ready, your items are delivered directly to Landon 1st Floor — Room 112.

HOW IT WORKS

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2. Click “Check it Out” and then “Search Catalog”



3. Enter your search terms.
4. Locate the item. Request books, movies, music, audiobooks and more.

Library @ Work

5. Click “Place Request”

Format: Book
 Author: Brown, Dan, 1964-
 Title: *The Da Vinci code* / Dan Brown.
 Edition: 1st ed.
 Publisher, Date: New York : Doubleday, 2003.
 Description: 454 p. ; 25 cm.
 Series: Brown, Dan, 1964- Robert Langdon series ; 2.
 Subjects: Leonardo, *da Vinci*, 1452-1519 -- Manuscripts. Cryptographers -- Fiction.
 LCCN: 2002040918
 ISBN: 0385504209
 1400079179 (pbk.)
 Other Number: 50920659
 System Availability: 1

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6. If you are not already logged in to the website, you'll need to enter your library card barcode and PIN.

7. In the “Pickup Library” pull-down menu, Choose “Library at Work Landon State Office Building”

Placing a request logs you into the system, so don't forget to log out when you are done!

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8. You will receive an email when your item is available. The item will be delivered directly to the 1st Floor North Lobby of LSOB.

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Holiday Giving 2016

Employees of the Kansas Department of Administration are conducting their annual Holiday Giving Drive to benefit the Boys & Girls Club of Topeka and the Helping Hands Humane Society.

Wish list items needed by the organizations are listed below and they may be placed in boxes located in state office buildings in the Capitol Complex. The drive begins Monday, November 28 and concludes Monday, December 19. Please help us spread some good cheer in our community this holiday season.



BOYS & GIRLS CLUBS OF TOPEKA

School supplies: pens, pencils, lined paper, notebooks, graph paper, copy paper, rulers, crayons, construction paper, art supplies, paint brushes. Recreational activities: Athletic equipment, board games, decks of cards, puzzles, Legos



Helping Hands Humane Society, Inc.

Dry or canned pet food, small/chewy pet treats, gently used towels, dog and cat toys, pet furniture, scoopable fresh cat litter, pet carriers, leashes, collars, harnesses, grooming supplies, flea/tick treatments, training supplies, cleaning supplies

